

General Function

A district director is a local board member, elected from a non-partisan slate in the general election process or appointed by the County Board of Supervisors, to assess local conservation needs and to develop conservation programs to address these needs.

Primary Duties and Responsibilities

- Attend monthly district meetings.
- Participate on district committees and in work groups.
- Be willing to represent the citizens of his/her county in regard to conservation issues.
- Be willing to stay informed and inform others about conservation issues.
- Be willing to work with a multitude of agencies and resolve programs through teamwork.
- Be well versed in the field of conservation and interested in local conservation issues.
- Be willing to learn.
- Be willing to participate in statewide meetings and workshops on conservation issues.
- Recognize natural resource management needs that can be met through district programs.
- Participate in district policy and program development.
 - a) Prepare strategic and annual plans of work.
 - b) Establish and implement district policies regarding natural resource conservation issues as well as personnel and office matters
 - c) Develop and/or implement conservation programs (educational and/or technical) to meet the needs of the district
- Provide financial direction.
 - a) Be responsible for the proper expenditure and management of public funds.
 - b) Review and approve annual budget and financial statement.
 - c) Approve monthly treasurer reports.
 - d) Maintain a working knowledge of the budgetary process and keep local board members informed about RCD programs
 - e) Assess funding needs and actively pursue funding from local and state sources.
- Participate in public and community relations activities/programs
 - a) Maintain an active public information and educational program so that citizens and local board members will be informed about conservation issues and district programs.
 - b) Make presentations and provide testimony at public hearings about conservation issues.
- Participate in personnel management.
 - a) Provide guidance and direction to staff and maintain fair and equitable personnel policies.
 - b) Maintain an open working relationship between staff and board members
 - c) Serve on personnel committee and participate in all aspects of personnel management include hiring, personnel reviews, etc.

Terms of service

No limit on number of terms served. Directors receive no compensation; they are reimbursed for travel to meetings, registration, meals and other associated expenses when conducting work of the district.

Qualifications

Understand need for conservation of soil, water, and other natural resources. Other qualifications that may be helpful are:

- Knowledge of agriculture and related fields
- Environment awareness
- Background in local, state, and national legislative processes
- Skills in conduct of meetings and parliamentary procedure
- Technical background in environmental sciences, engineering

Commitment Required

Then hours/month which includes:

- Meeting attendance: three hours
- Review of materials, reading and preparation: three hours
- Committee work: two hours
- Attending meetings related to local conservation issues: two hours

Training Requirements

- Be willing to learn district procedures
- Meet training criteria as set forth by the district – sample criteria might be:
 - a) Reviewing the working documents of the district
 - b) Meeting with representatives of cooperating agencies: Department of Conservation (DOC); Natural Resources Conservation Service(NRCS); Farm Services Agency (FSA); California Cooperative Extension (UCCE); California Resources Agencies etc. to further the understanding and cooperative relationships and programs.
- Attend area meetings and State meetings
- Participate in workshops and seminars related to resource conservation
- Keep informed on current natural resources/conservation issues
- Attend Ethics Training